



Department of Planning and Zoning  
225 S Emerson Avenue  
Greenwood, IN 46143  
(317) 881-8698  
(317) 887-5616 fax

**MULTI-FAMILY**  
(A separate permit for each building is required)

## BUILDING PERMIT REQUIREMENTS

Work must be started within 90 days of issuance of Building Permit.  
Permit is good for 2 years from issuance date.

***The following must be received prior to issuance of a building permit. You can, however, submit your construction plans and application for review prior to obtaining the other items listed.***

### **THERE IS A 10 BUSINESS DAY REVIEW PERIOD.**

<b>Copy of Paid Sewer Connection (Tap-On)</b>	Call Sanitation Billing Office and let them know what size water meter you will be installing. They will get your form ready and you can pay for it at their office (2 N Madison Avenue).
<b>Copy of Paid Sewer Availability Fee (SAF)</b>	You must submit an application and floor plans (before and after) to the Engineering Department (3-5 days to process). Pick up the form from Engineering and take it to the Sanitation Billing Office (2 N Madison Avenue) to pay.
<b>Park Impact Fees</b>	You need to pick this form up from the Parks Department (at the Community Center on Surina Way). Bring the form with you to the Planning Department when you come to pick up your permit. We will need a separate check for the Park Impact Fee.
<b>State Design Release</b>	Copy
<b>Construction Plans</b>	2 sets (1 for the Planning Department, 1 for the Fire Department)
<b>Signed Plan Authentication Agreement</b>	Certifies that the construction plans submitted are identical to the plans submitted to the State of Indiana for the Design Release.
<b>Signed Application</b>	Must include the contractor's contact name and phone number, as well as the cost of the project.
<b>Building Permit Fees Paid</b>	\$50/unit plus \$50/acre of project plus \$0.02/sqft of building

## INSPECTIONS

***Call the Planning Office at (317) 881-8698. 24 Hours notice is required.  
NO COMMERCIAL INSPECTIONS ON FRIDAYS.***

## OTHER QUESTIONS?

Sewer Availability Fees	Engineering Department	(317) 887-5230
Sewer Tap-On Fees	Barb Ferguson or Barb Robison, Sanitation Billing	(317) 887-5232
Park Impact Fees	Evan Springer, Parks & Recreation	(317) 881-4545
Fire Codes or Inspections	Rodney Johnson, Greenwood Fire Department Eric Brown, White River Township Fire Department	(317) 882-2599 (317) 888-8337